

LINDA LINGLE  
GOVERNOR



PROCUREMENT POLICY BOARD  
PHYLLIS M. KOIKE  
GREGORY L. KING  
WAYNE M. HORIE  
GORDON K. T. ING  
CLAIRE H. MOTODA  
WINIFRED N. ODO  
MYRON L. TONG

AARON S. FUJIOKA  
ADMINISTRATOR

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

P.O. Box 119  
Honolulu, Hawaii 96810-0119  
Tel: (808) 587-4700 Fax: (808) 587-4703  
[www.state.hi.us/icsd/dags/spo.html](http://www.state.hi.us/icsd/dags/spo.html)

December 10, 2003

TO: Various Food Service Agencies (All Islands)  
Department of Health (Hawaii State Hospital, Waimano Training  
School and Hospital, Kalaupapa Settlement, Dental Health  
Division, Adult Mental Health Centers)  
Department of Public Safety (Correctional Facilities)  
University of Hawaii Lab School

FROM: Procurement Officer

SUBJECT: Disposable Food Service Products  
DOE Price List No. E04-11 (Oahu)  
DOE Price List No. E04-12 (Big Island)  
DOE Price List No. E04-13 (Maui)  
DOE Price List No. E04-14 (Molokai/Lanai)  
DOE Price List No. E04-15 (Kauai)  
January 1, 2004 to December 31, 2004

The price list for Disposable Food Service Products issued by the Department of Education (DOE) is attached. The above listed agencies on the islands of Oahu, Hawaii, Maui, Kauai, Molokai and Lanai are mandated to purchase from the appropriate lists under the terms of the cooperative purchase agreement between the State Procurement Office and DOE.

Procedure for requests to purchase outside of the price lists remains the same. Agencies except for the University of Hawaii Lab School, shall continue to submit SPO Form-5 (dated 9/18/96 or later), "Request for Authorization to Purchase Outside of the State Procurement Office Price List", to the State Procurement Office. Likewise, the University of Hawaii Lab School shall continue to request waivers, if any, from the University of Hawaii procurement office.

Specific questions relating to the various products listed shall be directed to the listed vendors. Procurement questions or complaints may be directed as follows:

	<u>Point of Contact</u>	<u>Telephone</u>	<u>Facsimile</u>
Executive branch agencies:	Sharon Koga	586-0562	586-0570
University of Hawaii	Jamie Wong (primary)	956-8687	956-2093

---

ROBERT J. GOVERNS, CPPB  
Procurement Officer

Attachment (Price List)

DEPARTMENT OF EDUCATION  
PROCUREMENT SECTION

**DOE Price List No. E04-12 (Big Island)**  
Replaces E03-18

**DISPOSABLE FOOD SERVICE PRODUCTS**

**January 1, 2004 to December 31, 2004**  
(IFB D04-026)

Orders shall be placed with the following companies:

<u>Vendor</u>	<u>Payment Address</u>	<u>DOE Vendor Code</u>	<u>Telephone #</u>	<u>Fax #</u>
<b>Cico Enterprise, Ltd.</b> <b>dba Harders</b> 64 Winoole Street Hilo, HI 96720 Contact: George Perreira-Lum	P.O. Box 29339 Honolulu, HI 96819	011078	935-2952	935-8729
<b>Hawaii Paper Products, Inc.</b> 167 Makaala Street Hilo, HI 96720 Contact: Roy Takaki		20095	935-9796	969-2084
<b>The Hilo Rice Mill Co., Ltd.</b> 67 Pookela Street Hilo, HI 96720 Contact: Susan Okubo		020985	935-2831	969-9932

**BID PRICES**

Unit prices shall be based on delivery to destination and shall include any and all other costs incurred **except for the Hawaii General Excise Tax**. The Hawaii GET shall be added to the invoice as a separate line item and shall not exceed 4.166%. No additional charges shall be assessed.

**STATE'S COMMITMENT**

All cafeterias under the DOE's School Food Services Program are mandated to purchase disposable food service products from this price list. Further, other food service institutions under the jurisdictions of the State Procurement Office and the Judiciary are also mandated to purchase disposable food service products from this price list. From time to time, other agencies (for example: DOE's Special Education Programs or Health Rooms and DOH's Dental Health Division or Mental Health Centers) may purchase from this price list but these

purchases shall be by mutual agreement between the agency and the vendor and shall be minimal and infrequent.

## **ORDERING PROCEDURES**

- Orders must be placed five (5) business days prior to requested delivery date.
- Orders shall be faxed (DOE) or mailed (other agencies) to the above-listed vendors. Order forms are attached for DOE cafeterias' use only.
- **"DOE Price List No. E04-12"** should be noted on orders and invoices issued against this price list.
- When revising orders, SFSM must remember to state "Revised" and date of revision on new order. Failure to do so may result in a duplicate order.
- Agencies should retain this price list for future reference to specific terms and conditions related to items purchased.

## **DELIVERY AND ACCEPTANCE**

Upon receipt of purchase order, vendor shall deliver all products to the location designated on the purchase order within five (5) business days of receipt of purchase order. The minimum order for delivery shall be \$50.00. The DOE reserves the right to combine orders from other price lists as well as non-bid items to meet this minimum order requirement. Orders totaling less than \$50.00 shall be made available on a "will call" bases or delivery shall be made only at the vendor's option and in accordance with vendor's delivery schedule.

Deliveries to DOE school cafeterias shall be made between 6:00 a.m. and 2:00 p.m., Mondays through Fridays in accordance with the vendor's delivery schedule. Deliveries shall be scheduled on at least two (2) non-consecutive business days per week. (Note: Friday and Monday do not qualify as non-consecutive business days.) Cafeterias may contact either the vendor or the Procurement Office for exact delivery days. Upon DOE cafeteria's request, vendor shall stack delivery cases in a previously-cleared storage area.

Any loss or damage to the products shall be the responsibility of the vendor. Vendor's responsibility for products and delivery does not end until acceptance of products at the designated location. Vendor shall forward original and three (3) copies of invoices directly to ordering agency.

## **FAILURE TO DELIVER**

If a vendor is unable to deliver the exact product, it shall be the vendor's responsibility to notify the ordering agency of the disposition of the order within two (2) days after receipt of order. Vendor shall obtain prior approval from the DOE Procurement Office and the ordering agency to deliver an acceptable substitute at the same bid price and under the same terms and conditions. It shall be the vendor's responsibility to obtain and deliver the acceptable substitute.

## **QUALITY**

Products furnished shall be new and of the best quality of its respective kind. Products shall be free from defects that may render it unfit for use. Vendor must immediately remove and replace damaged or rejected products with products of the quality required by specifications. Failure to remove or replace any rejected products shall not relieve the vendor from his contractual

responsibilities. No payment, whether partial or final, shall be construed to be an acceptance of unacceptable products.

Products shall meet all applicable federal and state regulations.

### **EXCEPTION FROM PRICE LIST**

If the price list product is not suited to an agency's purpose, exception to purchase outside of this price list may be granted by the agency's Chief Procurement Officer. To obtain approval, DOE cafeterias must justify the exception on the DOE Form 5, *"Request Exception From Purchasing From Price List"* and fax to the DOE's Procurement Office. The approval must be obtained prior to purchase. The original Form 5 must be attached to payment documents.

### **INQUIRIES**

Questions relating to this price list may be directed to Mrs. Donna Alvaro, Procurement and Distribution Section at telephone (808) 675-0130, fax (808) 675-0133 or via e-mail at *Donna\_Alvaro@notes.k12.hi.us*.

---

/s/ Chris Butt

Department of Education  
Procurement Administrator

Disposable Food Service Products - Big Island (Hawaii)  
January 1, 2004 to December 31, 2004

Item No.	Description	Manufacturer/Brand Name & Product No.	Unit Bid Price	Unit	Name of Vendor
	<b><u>Bags</u></b>				
1	Bags, 1-gal. Freezer; 250/pack	Handgard ZG128	\$ 11.61	pack	Cico Enterprises
2	Bags, 2-gal. Freezer; 250/pack	Handgard ZG256	\$ 12.13	pack	Cico Enterprises
3	Bags, Food Storage, 18" x 24"; 250/cs.	Handgard FB24	\$ 9.50	case	Cico Enterprises
4	Bags, Produce Food Storage; 1,000/cs.	<b>No requirements, do not purchase.</b>			
5	Bags, Grocery, Kraft #8; 2,000/cs.	<b>No requirements, do not purchase.</b>			
	<b><u>Bowls, foam</u></b>				
6	Bowls, foam, 8-oz. capacity; 1000/case	Dart 8SJ20	\$ 27.00	case	Cico Enterprises
7	Bowls, foam, 10-oz. capacity; 1,000/case	<b>No requirements, do not purchase.</b>			
8	Bowls, foam, 12-oz. capacity; 500/case	Dart 12SJ20	\$ 17.00	case	Cico Enterprises
9	Bowls, foam, 16-oz. capacity; 500/case	Dart 16MJ32	\$ 22.20	case	Cico Enterprises
10	Lids for 8-oz. bowls; 1,000/case	Dart 20JL	\$ 14.50	case	Cico Enterprises
	<b><u>Containers, Food</u></b>				
11	Containers, 3-comp. Plastic; 250/case	Reynolds HW093	\$ 33.18	case	Cico Enterprises
12	Containers, 3-comp. Foam; 200/case	PacTiv 80-663	\$ 16.48	case	Hawaii Paper Products
13	Bun Pan Bags; 200/case	Handgard FB37	\$ 14.77	case	Cico Enterprises
14	Bun Pan Rack covers; 50/case	Handgard RP-8052	\$ 11.83	case	Cico Enterprises
	<b><u>Cups, drinking; plastic</u></b>				
15	Cups, drinking, plastic: 5-oz. cap. 2500/case	Dart 5N25	\$ 24.50	case	Cico Enterprises
16	Cups, drinking, plastic: 7-oz. cap. 2500/case	Dart 7N25	\$ 29.00	case	Cico Enterprises
17	Cups, drinking, plastic: 9-oz. cap. 2500/case	Dart 9N25	\$ 33.50	case	Cico Enterprises
18	Cups, drinking, plastic: 12-oz. tall 2500/case	<b>No requirements, do not purchase.</b>			
19	Lids for 7-oz.cups; 2,500/case	Dart L7N25	\$ 32.25	case	Cico Enterprises
	<b><u>Cups, drinking; foam</u></b>				
20	Cups, drinking foam, 6-oz. capacity 1000/case	<b>No requirements, do not purchase.</b>			
21	Cups, drinking foam, 8-oz. capacity 1000/case	Dart 8J8	\$ 17.20	case	Cico Enterprises
22	Cups, drinking foam, 10-oz. capacity 1000/case	<b>No requirements, do not purchase.</b>			

Disposable Food Service Products - Big Island (Hawaii)  
January 1, 2004 to December 31, 2004

Item No.	Description	Manufacturer/Brand Name & Product No.	Unit Bid Price	Unit	Name of Vendor
	<b><u>Cups, portion, plastic &amp; clear lids</u></b>				
23	Cups, portion plastic, 2-oz. cap. 2500/case	Sweetheart UR2H	\$ 23.80	case	Hawaii Paper Products
24	Lids for 2-oz. cups; 2500/case	Sweetheart LUR2H	\$ 30.50	case	Hawaii Paper Products
25	Cups, portion, plastic, 3-1/4 oz. cap. 2500/case	Sweetheart UR325	\$ 33.85	case	Hawaii Paper Products
26	Lids for 3-1/4 oz. cups; 2500/case	Sweetheart LUR345	\$ 37.25	case	Hawaii Paper Products
27	Cups, portion, plastic, 5-1/2 oz. cap. 2500/case	Sweetheart UR55	\$ 43.95	case	Hawaii Paper Products
28	Lids for 5-1/2 oz. cups; 2500/case	Sweetheart LUR345	\$ 37.25	case	Hawaii Paper Products
	<b><u>Cups, souffle, paper</u></b>				
29	Cups, souffle, 2-oz. capacity; 5,000/case	Solo 48	\$ 42.80	case	Cico Enterprises
30	Cups, souffle, 5-1/2 oz. capacity; 5,000/case	<b>No requirements, do not purchase.</b>			
	<b><u>Cutlery, plastic</u></b>				
31	Cutlery, plastic, Forks; 1,000/case	World Bond IP201F	\$ 5.98	case	Hawaii Paper Products
32	Cutlery, plastic, Spoons; 1,000/case	World Bond IP202S	\$ 5.98	case	Hawaii Paper Products
33	Cutlery, plastic, Knives; 1,000/case	World Bond IP204K	\$ 5.98	case	Hawaii Paper Products
	<b><u>Film, PVC</u></b>				
34	Film, PVC 12" x 2000', roll	Reynolds PVC12 (910)	\$ 6.61	roll	Cico Enterprises
35	Film, PVC 18" x 2000', roll	Reynolds PVC18 (914)	\$ 9.94	roll	Cico Enterprises
36	Film, PVC 24" x 2000', roll	Reynolds PVC24 (916)	\$ 13.55	roll	Cico Enterprises
	<b><u>Foil, aluminum, dispenser roll</u></b>				
37	Foil, aluminum Standard, 12" x 1000'	Reynolds 611	\$ 14.69	roll	Cico Enterprises
38	Foil, aluminum Standard, 18" x 1000'	Reynolds 615	\$ 21.49	roll	Cico Enterprises
39	Foil, aluminum Heavy duty, 18" x 1000'	Reynolds 625	\$ 30.13	roll	Cico Enterprises
40	Foil, aluminum Heavy duty, 24" x 1000'	Reynolds 627	\$ 42.61	roll	Cico Enterprises
41	Foil, aluminum Standard sheets, 10-3/4 x 12"; 3000 shts./cs.	Reynolds 721	\$ 40.08	case	Cico Enterprises
42	Wax Paper, 12" x 250', roll	Reynolds 7955	\$ 4.32	roll	Cico Enterprises
	<b><u>Pan Liner, bakery paper</u></b>				
43	Pan Liner Parchment paper; 1,000/case	Papercon 27SP	\$ 48.85	case	Cico Enterprises
44	Pan Liner Quillon paper; 1,000/case	Papercon 25Q1	\$ 22.78	case	Cico Enterprises
	<b><u>Napkins, paper</u></b>				
45	Napkins, paper Tall fold; 10,000/case	Kimberly Clark 98-710	\$ 23.60	case	Hawaii Paper Products
46	Napkins, paper Low fold; 8,000/case	<b>No requirements, do not purchase.</b>			

Disposable Food Service Products - Big Island (Hawaii)  
January 1, 2004 to December 31, 2004

Item No.	Description	Manufacturer/Brand Name & Product No.	Unit Bid Price	Unit	Name of Vendor
	<b><u>Trays, Food, paper</u></b>				
47	Trays, Food, paper, 1 lb. Capacity; 1,000/case	Fonda 100	\$ 13.70	case	Hawaii Paper Products
48	Trays, Food, paper 2 lb. Capacity; 1,000/case	Fonda 200	\$ 15.95	case	Hawaii Paper Products
49	Trays, Food, paper 3 lb. Capacity; 500/case	Fonda 300	\$ 12.40	case	Hawaii Paper Products
50	Trays, 3-comp. Paper; 500/case	Chinet 22023	\$ 38.19	case	Cico Enterprises
51	Trays, 5-comp. Paper; 500/case	Chinet 22025	\$ 38.24	case	Cico Enterprises
52	Trays, 5-comp. Foam; 500/case	Hawaii Foam HF1005	\$ 31.18	case	The Hilo Rice Mill Co.
	<b><u>Caps, white; food handlers</u></b>				
53	Caps, white, Overseas; 1,000/case	Import PDBLPH	\$ 43.10	case	Cico Enterprises
54	Caps, white, Bouffant; 1,000/case	Import 2021W	\$ 20.31	case	Cico Enterprises
	<b><u>Gloves, polyethylene; food handling</u></b>				
55	Gloves, poly, Small; 250/box	Goldmax 1608-1	\$ 1.82	box	Cico Enterprises
56	Gloves, poly, Medium; 250/box	Goldmax 1607-1	\$ 1.82	box	Cico Enterprises
57	Gloves, poly, Large; 250/box	Goldmax 1606-1	\$ 1.82	box	Cico Enterprises
	<b><u>Gloves, vinyl; food handling</u></b>				
58	Gloves, vinyl, Small; 100/box	Goldmax 1518	\$ 2.10	box	Hawaii Paper Products
59	Gloves, vinyl, Medium; 100/box	Goldmax 1517	\$ 2.10	box	Hawaii Paper Products
60	Gloves, vinyl, Large; 100/box	Goldmax 1516	\$ 2.10	box	Hawaii Paper Products
61	Gloves, vinyl, X-large; 100/box	Goldmax 1515	\$ 2.10	box	Hawaii Paper Products